

*Update Draft-only change is the incorporation and expansion of the "Comment Periods" section
For Council Consideration
As of 11/5/14*

Town Council
Local Rules for Meetings

Basics:

1. All speakers should address the Chair to be recognized
2. Each Council member gets a chance to speak on a subject before a member gets to speak a second time on the same subject. No member is allowed to interrupt another member while they are speaking.
3. Direct questions to the Chair. If the Chair can't answer them, he/she should ask Council or staff for assistance.
4. Avoid personalities; stay on subject; state any motion in an affirmative manner
5. Meeting participation outside of Public Comment periods is limited to Council and recognized individuals (be it staff, hired contractors/consultants, or specific members of public asked to speak on a topic for the good of the Council).

How to handle Agenda Items:

1. Chair should give brief explanation of the agenda item as an introduction to the topic. Council can then proceed in one of two manners:
 - a. Propose a motion on the topic. If seconded, discuss as needed and then vote. (Typically used for consent or non-controversial topics).
 - b. Discuss a topic first. Once Council has the desired background and fees prepared, accept a motion on the topic. If seconded, discuss further as needed and then vote.

Motions-four general types:

1. **Main** motions-introduce subjects to the Council. One main motion cannot be made while another is pending. They yield to the next three types.
2. **Subsidiary** motion-change or affect how the main motion is handled; they are voted on before the main motion.
3. **Privileged** motion-is most urgent. They concern special or important matters not related to pending business (example: someone can't hear the discussion; can we raise/lower the heat in the room, etc).
4. **Incidental** motions-are questions of procedure that arise from other pending motions. These must be considered before other motions.
5. If a motion receives a second, it must be considered. Ask for any discussion, and then call for vote. Voting may be done by voice if there appears to be a clear consensus on a topic; vote by hand or roll call if there is close division on a topic.

Comment Periods:

1. The Council has established two comment periods for each of its scheduled meetings. The first comment period is designated for those that desire to address Council about a scheduled agenda topic only. The second comment period is designated for those that desire to address Council on any topic related to the Town.
2. Individuals desiring to speak are asked to state their name, address, and the topic they wish to address at the beginning of their comment for the benefit of the meeting minutes. Each individual is allocated up to three minutes to speak. An individual may speak once during a comment period, but may participate in both comment periods in a given meeting, as long as he/she does not repeat comments on a topic.
3. These comment periods are intended to allow individuals to share their opinions on a given topic with the full Council. These are not 'question and answer' periods-Council and staff are not authorized to answer questions during this period. However, Chair may allow staff or a Council member to address a question for the good of the community at the end of the comment period once all speakers are finished.
4. Comments are to be directed to the Chair and full Council. Speakers at no time may engage in any personally offensive or abusive remarks. The Chair may restrict or limit the time allotted to a person whose remarks are repetitive or are not germane to matters under consideration by Council. The Chair may call any speaker to order who violates any provision of these local rules.

The Chair is responsible for enforcing these local rules as part of his/her duties for running each meeting.